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ABSTRACT

The Brevard County Plan was written to include goals and objectives for the years 1974-77. Goals for 1974-75 include promoting the career education concept in all district schools (emphasizing the various career education elements at appropriate grade levels), setting up placement services, coordinating county and district goals, program articulation, and establishment of advisory councils and committees. Plans for 1975-76 are directed toward curriculum changes, maintaining first-year programs, implementing placement services, and evaluating community involvement. 1976-77 plans continue to build on the earlier years through curriculum adjustment, further evaluation, and maintaining desirable features of earlier programs. Twelve activities for 1974-75 are basically developmental with a view toward the longer-term objectives. Evaluation for the 1974-75 year will be based on data collected from teachers, counselors, occupational specialists, advisory councils and others. An internal evaluation by Brevard County resource personnel will be utilized. The activities are presented in chart form according to educational level from elementary through post secondary and include placement, counseling, evaluation, and staff development. They are divided into one-year increments. Budgetary considerations include line items, instructional expenses, salaries, and plant operation. (AG)

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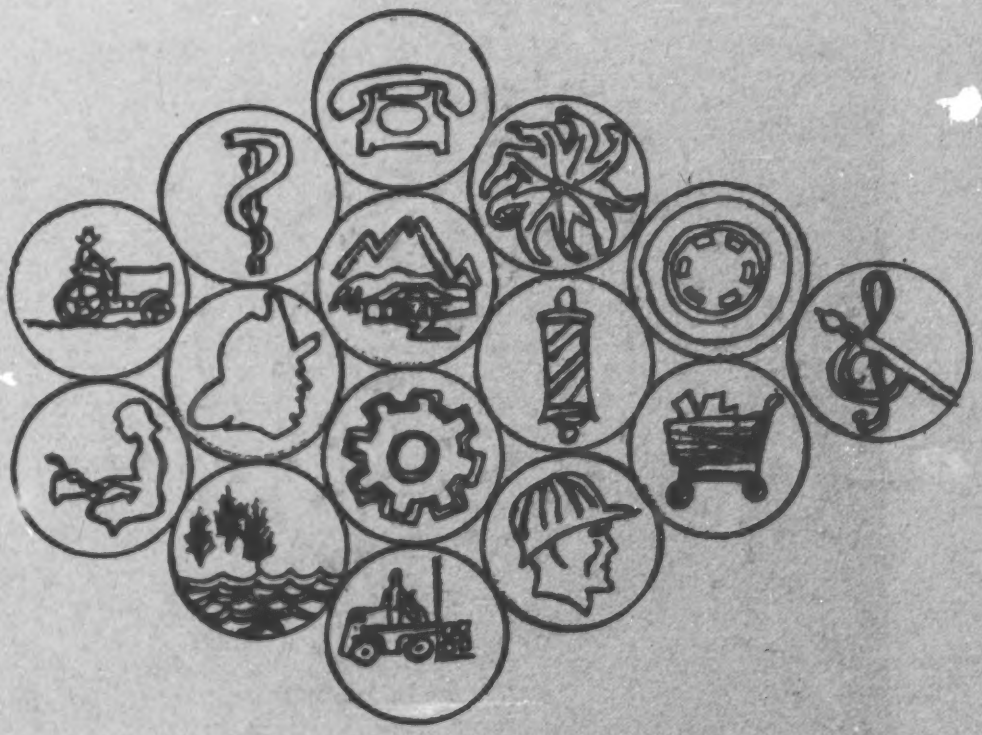
BREVARD DISTRICT PLAN
FOR
CAREER EDUCATION DEVELOPMENT



1974-1975

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BREVARD DISTRICT PLAN FOR CAREER EDUCATION DEVELOPMENT

The School Board of Brevard County, Florida

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Mrs. Louise M. Taylor

Dr. Luther R. Rogers
Superintendent

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Assistant Superintendent for Instruction

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Area Superintendents

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Clifford E. Estes, North

Willard Simpson, Central East

Dr. Richard Wetherell, Eau Gallie-Satellite

Dr. G. J. Wheeler, South

Dr. Harry V. Dellinger, Director
Career Education Department

BREVARD DISTRICT PLAN

FOR

CAREER EDUCATION DEVELOPMENT

PREPARED BY:

OLIVE W. THOMAS
CAREER EDUCATION COORDINATOR

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INTRODUCTION

In accordance with DOE "Guidelines for Preparing District Plans for Career Education", the Brevard County Plan was written to include goals and objectives for the next three years and activities and evaluation strategy for 1974-75.

Included in the activities are elementary, middle school, secondary, and post-secondary school curriculum. Other areas cover placement and follow-up, counselor and occupational specialist identification, evaluation, and in-service training. A chart has been devised in order to describe major accomplishments of FY 1973-74, projection of critical events for the next three years, and a listing of activities to be accomplished during the current year.

Articulation of the Brevard County Plan is explained through the use of adapted and modified copies of the Career Education Model and the Comprehensive Career Education System.

Career Education Form #1 is used to indicate budget allocations for each component.

The inclusion of DOE Guidelines is for the purpose of clarity and to properly identify the Brevard County Career Education Plan, which was approved by the School Board on July 2, 1974 and submitted on July 8 to the State Department.

An acknowledgement of receipt of the plan was received on July 14 from DOE authorizing expenditure of funds under Florida Education Finance Program's Career Education transitional program.

BREVARD

DISTRICT PLAN FOR CAREER EDUCATION DEVELOPMENT

July 1, 1974 - June 30, 1977

School District: Brevard

Submitted By:

(Superintendent) Luther R. Rogers

(Chairman, School Board) Robert A. Anderson

District Contact Person:

Name: Harry V. Dellinger

Address: Career Education Department

Monroe Center

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Cocoa, Florida 32922

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Date Submitted: July 8, 1974

GUIDELINES FOR PREPARING DISTRICT PLANS FOR CAREER EDUCATION

FLORIDA'S APPROACH TO CAREER EDUCATION

Career education in Florida is viewed as an effort to assure that educational curricula prepare students for productive activity. Career education is for all economic, social, ethnic, and ability groups. It is for all learners at every stage of educational development. The career education concept is learner-centered. It seeks to achieve the goals of justice and equality of opportunity in education.

The aim of career education is to prepare individuals to become personally fulfilled, economically self-sufficient, and responsive to their obligations as citizens. Career education is inclusive from kindergarten through university and adult continuing education. Career education encompasses and infuses both academic education and vocational education, integrating learning and doing. Career education provides job entry skills to all earners prior to or upon leaving the educational system. It provides awareness of all occupations and professions. It provides preparation for those occupations requiring minimal knowledge and skills, and those professions requiring very high levels of specialized competence.

Career education is essentially an instructional strategy, designed to improve educational outcomes by relating teaching and learning activities to the concept of career development. Career education extends the academic world to the world of work. It is infused into the regular curriculum. It enriches the traditional curriculum.

As part of the strategy for fiscal support of career education developmental activities, the 1974 Legislature funded career education in a transitional category (Senate Bill 1100). These guidelines request a description of school district plans for career education during the next three years.

PURPOSES FOR SUBMITTING DISTRICT CAREER EDUCATION PLANS

The Department of Education will use the information provided by the school district career education plans for:

Reporting to the Legislature and State Board of Education.

Monitoring the use of career education resources.

Evaluating all State career education efforts.

Planning strategies for technical assistance to districts and institutions.

OUTLINE FOR PLAN

Please use the outline below to report your district's career education plan.

I. Cover Page

Follow format of attached Exhibit A.

II. Abstract

Briefly describe the plan for the next three years (1974-75, 1975-76, 1976-77). This plan should include the following areas:

Goals and objectives by year (1974-75, 1975-76, 1976-77)

Activities for 1974-75

Evaluation Strategy for 1974-75

III. Body of Plan

A. Justification

Describe how the proposed three-year plan relates to your accomplishments during 1973-74.

B. Goals and Objectives

Provide a concise statement of goals and related objectives for FY 1974-75, 1975-76 and 1976-77.

C. Activities

This section should be organized to include each of the following components:

Elementary School Curriculum

Middle and Junior High School Curriculum

Secondary School Curriculum

Post-Secondary School Curriculum

Placement and Fcllow-Up System (State Board of Education Placement and Follow-Up Guidelines)

Counselor and Occupational Specialist

Evaluation

In-Service Training and/or Staff Development

Describe the following for each of the above components:

Major accomplishments during FY 1973-74.

Projected time-lines showing critical events for each component during FY 1974-75, 1975-76, and 1976-77.

Activities to be implemented for each of the components during FY 1974-75.

D. Articulation

Describe in the three-year plan the articulation and cooperation between all levels of education.

E. Cost Factors

A clearly described plan and precise time schedule can be easily translated into budgetary terms. The money allocated to career education development plans should supplement and not replace funds received from other parts of the Florida Educational Finance Program. Use the attached budget reporting form (Career Education Form #1) to indicate how monies will be expended in the district for each career education component. (Office equipment and furniture will not be allowable items of expenditure.)

Please include an estimated amount of funds needed to support each of the components shown on Form #1 for 1975-76 and 1976-77.

PROCEDURES FOR SUBMITTING AND REVIEWING CAREER EDUCATION PLANS

Responsibility of School Districts:

1. Submit six (6) copies of the plan, two bearing original signatures of the district superintendent and school board chairman, on or before August 1, 1974, to:

Mr. Joe D. Mills, Director
Division of Vocational, Technical
and Adult Education
Department of Education
204 Knott Building
Tallahassee, Florida 32304

Responsibility of Department of Education:

1. The Division of Vocational, Technical and Adult Education will collect plans and distribute career education funds.

2. Upon request, the Division of Elementary and Secondary Education and the Division of Vocational, Technical and Adult Education will provide technical assistance for implementing career education concepts in the school districts and institutions.

3. The Division of Elementary and Secondary Education and the Division of Vocational, Technical and Adult Education will assign personnel to review district plans, monitor the managerial and the operational aspects of the career education movement in each school district and prepare periodic reports of those activities for submission to the Department of Education and the school districts.

4. The Division of Universities will identify personnel resources available in each State university to respond to school district requests for in-service training and/or staff development.

II. Abstract

In order to continue the pursuit of the goals and objectives identified in Goal Area III of the Brevard District Comprehensive Education Plan, it is necessary to fuse those of the Brevard Career Education Plan with the former. Section (b) of this goal states that "All students shall develop those occupational competencies consistent with their interests, aptitudes, and ability which are prerequisite to entry and advance in the economic system, and/or academic preparation for acquisition of technical or professional skills through post-high school training."

The following outline identifies the goals and objectives for the next three years and includes activities and evaluation strategy for 1974-75.

GOALS AND OBJECTIVES BY YEAR

GOALS

1974 - 1975	1975 - 1976	1976 - 1977
1. Promote the Career Education concept into all district schools.	1. Fuse vocational and academic areas into all curricula.	1. Continue career relevancy into all educational levels.
2. Afford Placement and Follow-Up services to all exiting secondary students.	2. Validate programs to determine relevancy to student employability skills as a result of Placement and Follow-Up.	2. Adjust curricula needs as results of program validation.
3. Coordinate Occupational Placement Specialists to assist in (2) above.	3. Maintain and enrich In-Service Occupational Placement Specialist training.	3. Evaluate Occupational Specialist training and adjust as needs dictate.
4. Merge Brevard County K-14 Project goals into District Career Education Plan, including utilization of personnel.	4. Continue coordination of personnel and curriculum of K-14 Project.	4. Integrate K-14 Project and county career plan.

GOALS AND OBJECTIVES BY YEAR

OBJECTIVES

1974 - 1975	1975 - 1976	1976 - 1977
1. Emphasize career awareness in the elementary schools.	1. Maintain continued development of career awareness in the elementary schools.	1. Develop all curriculum areas of the elementary schools in the career awareness concept.
2. Ensure that career exploration is afforded students in the middle schools.	2. Increase use of wheel curriculum to enhance learner interests, aptitudes, and achievements in the middle schools.	2. Maintain career exploration with the middle schools including multi-disciplinary articulation.
3. Fuse academic and vocational curriculum in the high schools.	3. Continue merging of two-track high school curriculum into Career Education.	3. Maintain skills for every existing secondary student.
4. Provide Occupational Placement Specialist services to all high school students. Initiate secondary students placement centers in all schools.	4. Implement Placement and Follow-Up, including program validation.	4. Utilize program validation data from placement and follow-up.
5. Increase articulation between the high schools and the community college.	5. Maintain articulation between B.C.C. and public high schools, using committees.	5. Include B.C.C. programs as part of high school curriculum throughout district.
6. Ensure adult and community school involvement through advisory councils and committees.	6. Evaluate community involvement.	6. Maintain and enrich activities of Advisory Council & others.

ACTIVITIES FOR 1974-1975

1. Set up program to obtain information on dropouts-potential dropouts.
2. Study of 12 month contracts for occupational placement specialists.
3. Study budgeting for personnel to operate placement centers in the summer.
4. Brief principals, guidance counselors, area superintendents on goals of this career education plan.
5. Identify more precisely role of occupational placement specialists in placement and follow-up.
6. Continue in-service training for occupational placement specialists.
7. Select advisory councils.
8. Develop placement and follow-up forms.
9. Plan program validation procedures.
10. Develop procedure to implement placement and follow-up plan.
11. Budget for elementary staff from K-14 Project.
12. Evaluate, through advisory councils, 1974-75 goals.
13. Establish a one-week workshop for principals, teachers, counselors, and occupational placement specialists to disseminate Career Education concept.
14. Adjust budget allocations to various components.
15. Involve occupational placement specialists in Adult Education placement and follow-up.

II. Evaluation Strategy for 1974-1975

Since the initial Brevard County Career Education Project was not implemented until January, 1974, evaluation will be delayed until more activities have been consummated. That is not to say, however, that the evaluative process will be ignored during 1974-1975. Rather, in-service data from teachers, counselors, occupational placement specialists, and others will be collected. In addition, input from advisory councils will be a part of evaluation. Also, internal evaluation by Brevard County resource personnel will be utilized.

III. Body of Plan

A. Justification

Among accomplishments during the 1973-1974 period are the following:

(1) The K-6 Career Awareness has been integrated into the social studies area and identified in the economic sphere.

(2) County resource personnel from the K-14 Project have been contacted and are being utilized.

(3) Contacts, resulting in interaction, have been made with personnel from B.C.C. and the Adult Education Department to ensure integration of the Career Education concept into post-secondary curriculum.

(4) Employment of 12.51 occupational placement specialists was consummated and has resulted in increased placement and follow-up services.

(5) In-service training was provided to ensure competency, skills and certification of occupational placement specialists.

A review of the goals of this plan indicates that their adoption would extend, modify and emphasize each of the accomplishments of the previous year. A major thrust in the direction of placement and follow-up is the addition of occupational placement specialists to assist in providing these services to all students. A scheduled pre-planning in-service work-shop for teachers and counselors will expedite the process of dissemination of Career Education throughout the district. A tie-in with the K-14 Project promises to be a mutually rewarding one, not only for personnel involved, but, primarily for Brevard County students.

B. Goals and Objectives

To ensure that Brevard County consummates the ultimate goal of Career Education - satisfactory placement into jobs and/or suitable post-secondary education - the major emphasis of this plan is involvement of students and Career Education curriculum. A closer working relationship with K-14 personnel gives an added impetus to the plan as there has been a great deal of ground-work accomplished by this group in cogent areas such as curriculum, guidance, and evaluation. This affinity should result in incorporation of Career Education components into all disciplinary levels.

To determine if Brevard County students do indeed exit secondary schools with saleable skills, placement and follow-up procedures, implemented by guidance counselors and occupational placement specialists, will culminate in fact-finding data. Evaluation of these data will be accomplished to see what areas of curriculum are having an adverse effect on employability skills of school leavers. From that point on, deletions, additions, and changes will be applied to existing curriculum.

The long-range (three year) goals and objectives will serve as an extension maintenance, and enrichment of the current program.

Throughout the implementation period of this plan, district personnel will make a concerted effort to involve the community in every area.

ACTIVITIES

The 8 Basic Components of your Career Education Project	Major accomplishments During 1973-1974	Projected Time-Lines Showing Critical Events for each Component			ACTIVITIES TO BE IMPLEMENTED DURING 1974-1975
		1974-1975	1975-1976	1976-1977	
I. ELEMENTARY SCHOOL CURRICULUM	1. Random survey of elementary principals re: Career Awareness concept 2. Career awareness concept integrated into the social studies area 3. Utilizing K-14 elementary personnel in O.P.S. workshops	1. Integration of K-14 Career Awareness into District Career Educational plan 2. Field test curriculum 3. In-service	Implementing career awareness concept district wide	Evaluation of career awareness activities	1. Inclusion of K-14 Elementary Personnel into District Career Educational plan of awareness 2. Use of LOOM materials district-wide 3. Disseminate information on occupational clusters and decision-making skills
II. MIDDLE SCHOOL AND JUNIOR HIGH CURRICULUM	1. Utilization of K-14 personnel for curriculum training in work shops 2. District-defined middle school concept - i.e. 7th year-Orientation, 8th year-Exploration	1. Identify Career Education exploration component in district middle schools 2. In-service	Fusion of middle school district plan with career educational, orientation exploration component	Accomplish district-wide career orientation & exploration through use of wheel curriculum & exploratory experiences	1. Budgeting for middle school personnel to serve district 2. Use FAIS materials throughout district 3. Select and coordinate career-related curriculum for middle schools
III. SECONDARY SCHOOL CURRICULUM	1. The major goal of validating & up-dating vocational education curriculum was studied & projected in pilot school 2. Pre-tests & post tests used extensively to validate curriculum & to establish areas of interest	1. Implement C.E. orientation and exploration component into district middle schools 2. In-service	Evaluate curriculum in light of data collected showing effect curriculum has on former students	1. Diffusion of Career Education development into all discipline areas 2. Identify additional training needs of curriculum	1. Integrating vocational-academic courses into career development curriculum, not isolated disciplines

ACTIVITIES (Continued)

The 8 Basic Components of your Career Education Project	Major accomplishments During 1973-74	Projected Time-Lines Showing Critical Events for each Component			ACTIVITIES TO BE IMPLEMENTED DURING 1974-1975
		1974-1975	1975-1976	1976-1977	
IV POST-SECONDARY SCHOOL CURRICULUM	1. Conferences with key B.C.C. personnel to effect curriculum articulation change 2. Assignment of O.P.S. to Adult Education Department	1. Apprising appropriate high school personnel of career opportunities at community college 2. Establish college and/or university courses as projection of high school curriculum.	Accomplish representative district-wide enrollment in B.C.C. vocational courses.	Articulation of career development with B.C.C. in vocational and academic areas	1. Consider early admission policy for students in career programs. 2. Distribute component collection of information to all secondary schools. 3. Planned interaction with Director of Adult Education.
V PLACEMENT AND FOLLOW-UP	1. Completed writing district P.A.F.U. plan 2. Incorporated P.A.F.U. techniques into In-Service training for O.P.S.'s	Implement district P.A.F.U. plan.	Evaluate collected data forms.	Make curriculum revision recommendations according to data received from P.A.F.U.	1. Complete and identify data forms for use by secondary schools. 2. Present plan in workshop to principals. 3. Collect data.
VI COUNSELING AND O.P.S.	1. Employed three additional O.P.S.'s 2. Placed O.P.S. training component in master in-service plan 3. Completed Career Education component in O.P.S. training 4. Planned Career Education In-Service workshop to include counselors	Increased O.P.S. personnel and Elementary Counselors to re-design guidance program as it directs to student needs	Involve teachers in use of counseling techniques in classroom.	Implementation of guidance and O.P.S programs into Career Education curriculum	1. Sharpen counselor techniques in group counseling career educational objectives, P.A.F.U. and Career Education components through In-Service. 2. Implement Career Education workshops to include teachers and counselors from all levels. 3. Utilize Singer Evaluation Systems to determine student skills. 4. Implement OVIS instruments.
VII EVALUATION	Since the Brevard County Career Education plan is still largely concerned with implementation, at this time, no long-range plans have been made for its evaluation. However, evaluation by personnel within the district will be processed through data collection.				
VIII IN-SERVICE TRAINING AND/OR STAFF DEVELOPMENT	Formulation of plans for In-Service for 125 teachers, counselors, and O.P.S.'s	Scheduled workshops and In-Service as needs dictate			1. In-Service during weeks of pre-planning for Career Education orientation 2. Occupational Placement Specialist training for certification

D. Articulation

On a Career Education continuum from Pre-Kindergarten to Adulthood, the elements are identified with the resultant outcomes throughout the lifetime of an individual. Modified copies of the Career Education Model and a Comprehensive Career Education System are attached in order to simplify the explanation of the articulation identified with the Brevard County Career Education Plan.

Beginning with the entry of a child into a formal school program and continuing through the adult years, this plan involves all students, the entire school program, and community resources. The student, his parents, the schools, the community and employers are united toward one goal.

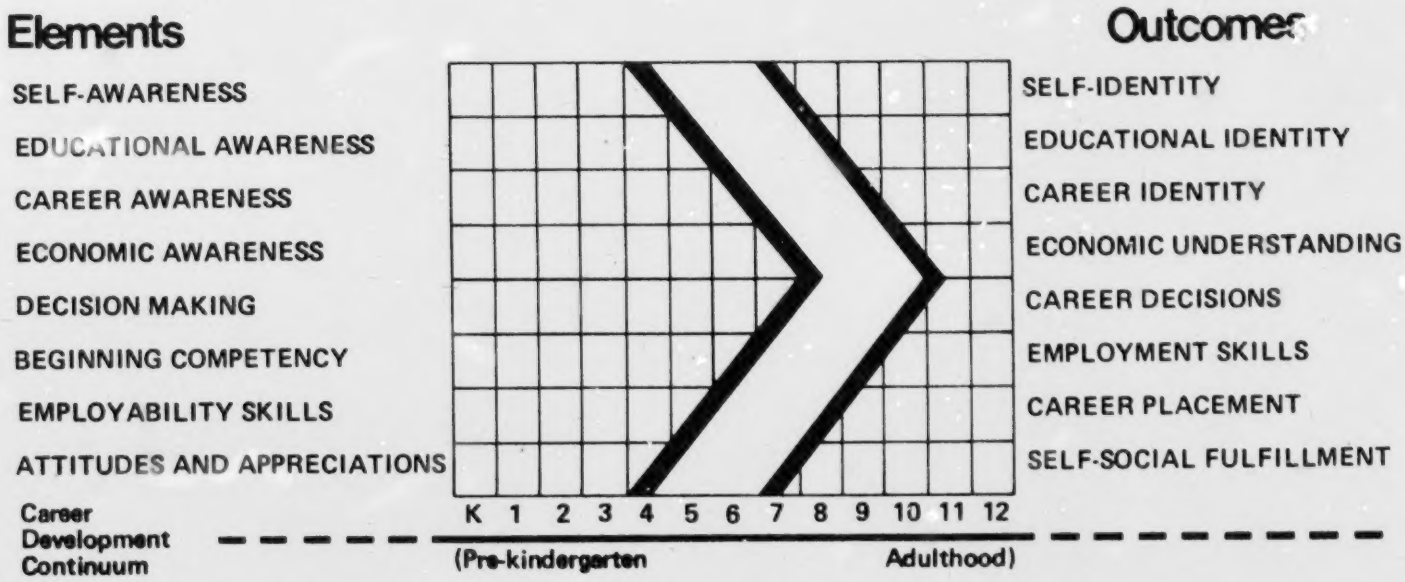
From initial Career Awareness, through Career Exploration, and Career Preparation, the Brevard Plan follows through with placement and follow-up of all students. Fortunately, the K-14 Plan has pointed the direction and produced invaluable curriculum and guidance materials. Incorporating this into the K-6 Awareness social studies unit and into the Middle School Plan adopted by the county should result in strengthening these areas.

The following two pages include diagrams which illustrate articulation of the entire program.

On page 10 is a completed budget reporting form (Career Education Form #1).

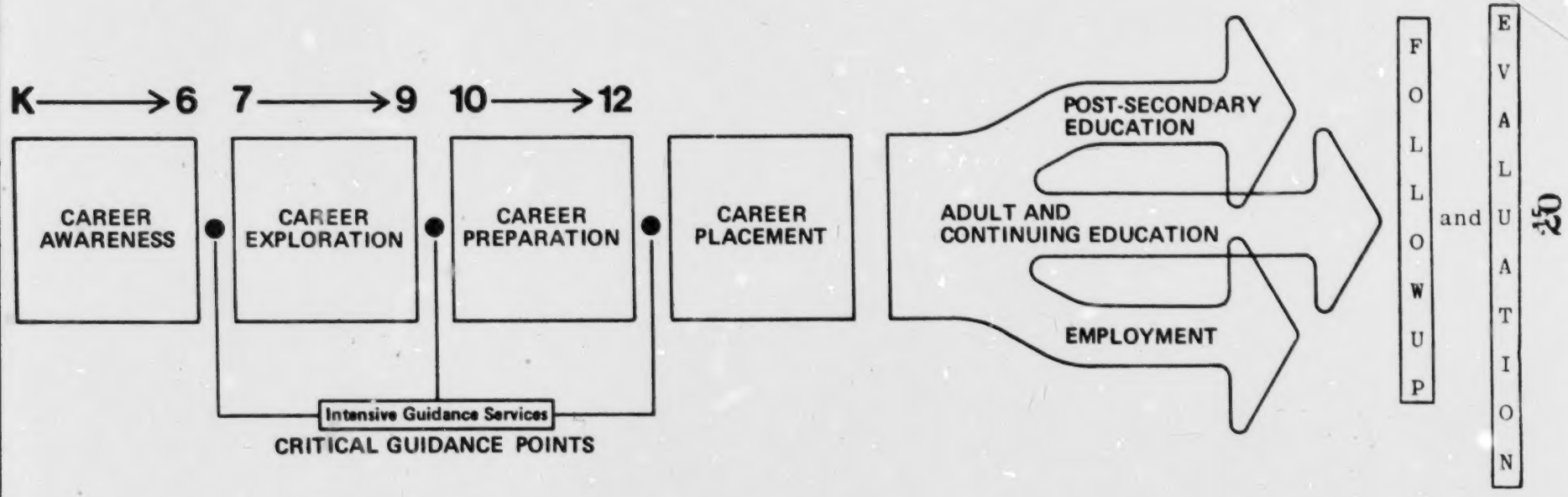
CAREER DEVELOPMENT CONTINUUM

(As Applied to Brevard County)



A COMPREHENSIVE CAREER EDUCATION SYSTEM

(MODIFIED FOR BREVARD COUNTY)



CAREER EDUCATION COMPONENTS

Budget Line Items	Elementary School Curriculum	Jr. High & Middle Curriculum	Secondary School Curriculum	Post-Secondary School Curriculum	Placement and Follow-Up System	Counselor and Occupational Specialist	Evaluation	In-service Trng. and/or Staff Development	Total Dollars
1974-75 Salaries and Benefits	15,887	14,665	17,060	3,500	8,500	6,055	3,500	18,750	87,917
Consultants								3,000	2,000
Materials	1,000	1,000	1,000	1,000	5,000		1,285		10,285
Travel	1,200	1,200	1,200	1,200	1,000		600		6,420
Other Expenses	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,298	10,398
1974-1975 Totals	19,387	18,165	20,560	7,000	15,800	7,355	8,685	22,048	117,000
Estimated 1975-76 Totals	22,000	20,100	23,000	7,700	17,000	8,000	9,500	24,000	131,300
Estimated 1976-77 Totals	25,000	22,000	24,000	8,500	19,000	8,500	10,000	26,000	143,000

BREVARD DISTRICT PLAN FOR CAREER EDUCATION DEVELOPMENT
Labor Project 175604
Equipment Project 075604
Fiscal Year 1974-75

INSTRUCTIONAL (200)

Account Number	Item No.	Description	Amount
221100	1	Salary-Career Education Coordinator 12 month salary schedule - Administrative	$14,408.00
221300	2	Salaries - Three Teachers $500 supplement, 10 months (Teacher's salary schedule)	37,112.00
221320	3	Compensatory pay. Teachers and Counselors 100 teachers/counselors 7 1/2 hours per day, 5 days @ $5.00 hour	18,750.00
222120	4	Instructional Support Wages (Schedule 2)	10,235.00
225110	5	Instructional Travel In-County Supr. 24,000 X 10¢ per mile	2,400.00
226120	6	Instructional Travel Out-of-County	2,500.00
226120	7	Consultants - travel and per diem	1,500.00
226220	8	Printing and Duplicating	6,285.00
226320	9	Miscellaneous Supplies - Special Programs	1,500.00
226420	10	Miscellaneous Expense - Special Programs	1,500.00
227210	11	Consultants (20 days @ $100 day)	2,000.00
287000	12	A.V. Materials	1,000.00
		Total Instructional	99,190.00

BREVARD DISTRICT PLAN FOR CAREER EDUCATION DEVELOPMENT
Labor Project 175604
Equipment Project 075504
Fiscal Year 1974-75

OPERATION OF PLANT (600)

Account Number	Item No.	Description		Amount
234110	1	Telephone - base (12 months @ $150.00)		$ 1,800.00
234120	2	Telephone - long distance (12 months @ $100.00		1,200.00
		Total Operation of Plant		$ 3,000.00
		FIXED CHARGES		
266100	1	Teachers' Retirement $14,408 @ 6.25%		901.00
266200	2	Florida retirement $66,097 @ 4%		2,644.00
266300	3	FICA $66,097 @ 5.85%		3,867.00
269000	4	Overhead Total allocation Divide by 106.75	$117,000.00 109,602.00	7,398.00
		Total overhead dollars	7,398.00	
		Total Fixed Charges		14,810.00
		TOTAL ALLOCATION		$117,000.00

BREVARD DISTRICT PLAN FOR CAREER EDUCATION DEVELOPMENT
Labor Project 175604
Equipment Project 075604
Fiscal Year 1974-75

SCHEDULE I — CERTIFICATED SALARIES

Account No.	Description		Amount
221100	Salary-Career Education Coordinator		$14,408.00
221300	Salaries - Teachers	$12,387.00	
	1 Elementary teacher		
	1 Middle School/Junior High Teacher	11,165.00	
	1 Senior High Teacher	13,560.00	
			37,112.00
	Total Instructional Salaries		51,520.00

SCHEDULE II — INSTRUCTIONAL SUPPORT

222120	1 Secretary II (Grade 16, Step 1) $2.39 per hr.	4,990.32	
222120	1 Clerk-Typist (Grade 14, Step 2) $2.28	4,760.64	
	Total Classified Salaries		9,750.96
	Total		$61,270.96